

Team Contract

CS225 Final Project

Communication

1. Team Meetings
 - a. Our team will meet twice a week on Tuesdays and Thursdays in the evening (exact time to be determined weekly based on exam schedules, RSOs, work, etc.). Each meeting will last approximately 1 hour and at most 2 hours should the work require us to meet for a longer period of time. Meetings will be held in person at Suites at 3rd (707 S Third St, Champaign, IL) since all team members reside at this location; however meetings can be held elsewhere if the whole team agrees. Virtual accommodations will also be made available through Zoom if necessary (i.e. self quarantine). Rohan Sreenivasan will be designated to take notes at all meetings on tasks accomplished and goals needed to achieve for next meetings.
2. Assistance
 - a. All communication will be through iMessage or direct communication over phone or in person. Members are expected to respond within 15 hours over iMessage. Members are also expected to attend all meetings unless communicated otherwise. We believe that clear and frequent communication is critical to our group's success.
3. Respect
 - a. Any form of disrespectful behavior will not be tolerated, whether that is in our iMessage communication or during our weekly meetings. All decisions will be made unanimously, and the group will ensure that everyone's opinions are listened to during meetings.

Collaboration

4. Work Distribution
 - a. All work will be divided equally between members. Members are also expected to assist each other with debugging if unexpected complications occur. Furthermore, if significant unforeseen work arises, our team will redistribute deliverables to ensure all members still contribute equally.
5. Time Commitment
 - a. Members are expected to contribute 5 hours per week on the project. Half of this work will be done at the meetings twice a week, the other half of the work will be deliverables expected to be completed by the next meeting. Between meetings, members will have approximately 1-2 hours of work to complete. Deliverables between meetings on Thursdays and Tuesdays will be larger as there will be more time between meetings to complete the work. In the event of conflicts or other

commitments, members are expected to communicate this with the rest of the group at least 12 hours in advance.

6. Conflict Resolution

- a. Our team will resolve conflicts in a respectful manner. In the event of one member not accomplishing their tasks, not showing up to meetings, or in any other way unequally contributing to the project, the other three members will have a conversation with the member and create a plan to resolve these issues. If the issue persists and the plan is not followed, it will be brought to the attention of the course staff. In the event of a problem between multiple members, a similar strategy will be implemented for resolving the issue, where all members will sit and create a plan for respectful and productive collaboration going forward.

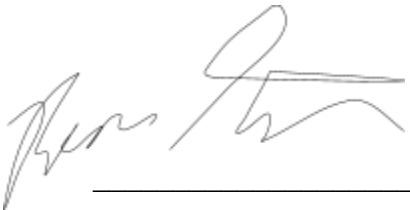
Signatures:



_____ Anwesha Mishra, anwsha6



_____ Manit Niwas, mniwas2



_____ Rohan Sreenivasan, rohanjs3

A handwritten signature in black ink, consisting of stylized, flowing letters that appear to be 'SS' followed by a long, sweeping horizontal stroke.

Sofia Sivilotti, sofials3